

# PROCEDURES

## SCHEDULING

**HONORARY PAGES.** Honorary pages are scheduled by the Legislator or staff through the House Chief Clerk's office. Usually one designated employee of the office is responsible for scheduling. There is a limit of two pages per day per legislator, with a total limit of twelve per day.

**MINISTER OF THE DAY.** The scheduling of the minister of the day is coordinated through the House Chief Clerk's office. The Representative or his/her staff member should provide the Clerk's office with the following information:

1. Date desired
2. Minister's Name
3. Name of Church
4. Representative's Name

**HOUSE CHAMBER.** The scheduling of the House Chamber is also handled through the House Chief Clerk's office. The legislator or staff will contact a designated employee in the office.

**COMMITTEE ROOMS.** Plaza House committee rooms (16, 29, 30, and 31) are scheduled through the House Speaker's office. Senate committee rooms (12, 14) are scheduled through the Lieutenant Governor's office. This is usually handled by one designated employee.

**CONFERENCE ROOMS** - The House Speaker's Conference Room is scheduled through the House Speaker's office. The Lt. Governor's Conference Room is scheduled through the Lt. Governor's Office. The Conference Room on the first floor of the War Memorial Building is scheduled through the House Minority Leader's Office.

## OTHER REQUESTS

**LEGISLATIVE LICENSE PLATES.** Forms for legislative license plates are distributed the first year of each general assembly by the Chief Clerk's office. The forms are transmitted to the appropriate individual in the Department of Safety.

**PARKING.** Parking in the Legislative Plaza garage is coordinated with the House Speaker's office. Any questions regarding parking are referred to House Speaker's Office at 741-3774.

**STATE FLAGS.** State flags can be obtained through the Office of Legislative Administration, G-11, War Memorial Building.

**STAMPS AND SUPPLIES.** Stamps and office supplies are available through the Office of Legislative Administration.

**PRESENTATION COPIES OF RESOLUTIONS.** The Chief Engrossing Clerk's office is responsible for the "final" copy of resolutions.

**CONFLICT OF INTEREST FORMS.** Members of the General Assembly are required to file Conflict of Interest forms annually with the Registry of Election Finance. These forms are usually distributed during session and are due by January 31 each year - When a member becomes a candidate for office again, conflict of interest forms must be filed within ten days (10) of the qualifying deadline. These forms are kept by the Registry of Election Finance's office.

# MOTIONS -- ORAL

The following is a list of oral motions used during session for action on bills and/or resolutions.

## MOTIONS FOR FINAL CONSIDERATION

### HR , HJR

I move that House Resolution No. \_\_\_\_ be adopted.

I move that House Joint Resolution No. \_\_\_\_ be adopted.

### HOUSE BILL (without Senate Bill companion)

I move passage of House Bill No. \_\_\_\_ on third and final consideration.

### HOUSE BILL (with Senate Bill companion)

I move to conform House Bill No. \_\_\_\_ with Senate Bill No. \_\_\_\_.

I move to substitute Senate Bill No. \_\_\_\_ for House Bill No. \_\_\_\_.

I move passage of Senate Bill No. \_\_\_\_ on third and final consideration.

(These Motions are usually combined by saying, "I make the appropriate motion to substitute and conform to the Senate Bill.")

### SENATE JOINT RESOLUTION

I move to concur in Senate Joint Resolution No. \_\_\_\_.

### SUSPEND RULES for-HR's and HJR's (considered out-of-order)

I move that the rules be suspended for immediate introduction of HR/HJR  
No. \_\_\_\_.

I move that the rules be suspended for immediate consideration of HR/HJR  
No. \_\_\_\_.

I move the adoption of HR/HJR No. \_\_\_\_.

**SUSPEND RULES for SJR's (considered out-of-order)**

I move that the rules be suspended for immediate consideration of SJR No. \_\_\_\_, out of order.

I move to concur in SJR No. \_\_\_\_.

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**MOTIONS FOR SENATE MESSAGES**

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**MOTION TO RECONSIDER (TO WITHDRAW HOUSE AMENDMENT TO SENATE BILL)**

I move to lift from the table the motion to reconsider Senate Bill No. \_\_\_\_.

I move to reconsider our action in passing Senate Bill No. \_\_\_\_.

I move to reconsider our action in adopting amendment no. \_\_\_\_.

I move to withdraw amendment no. \_\_\_\_.

I move passage of Senate Bill No. \_\_\_\_ on third and final consideration (or, as amended, if there are other amendments already on the bill).

OR,

I move the adoption of amendment no. \_\_\_\_ THEN,

I move passage of Senate Bill No - x xx , as amended , on third and final consideration.

**MOTION TO CONCUR IN SENATE AMENDMENT (REQUIRES VOTING MACHINE VOTE)**

I move to concur in Senate Amendment No. \_\_\_\_ to House Bill No. \_\_\_\_.

**Motion to Nonconcur in Senate Amendment No. \_\_\_\_ (requires oral vote only)**

I move to nonconcur in Senate Amendment No. \_\_\_\_ to House Bill No. \_\_\_\_.

**Motion To Recede From Our Action in Amending (House amendment on a Senate Bill)**

I move to lift from the table the motion to reconsider Senate Bill No. \_\_\_\_

I move to reconsider our action in passing Senate Bill No. \_\_\_\_,

I move to reconsider our action in adopting Amendment No. \_\_\_\_ to Senate Bill No. \_\_\_\_.

I move to withdraw Amendment No. \_\_\_\_ to Senate Bill No. \_\_\_\_.

**Options:**

(a). I move to adopt Amendment No. \_\_\_\_, (a new amendment)

(b). I move to repass Senate Bill No. \_\_\_\_, as amended, on third and final consideration

**Motion To Recede From Our Action in Nonconcurring (Senate amendment on a House Bill)**

I move to lift from the table the motion to reconsider House Bill No. \_\_\_\_.

I move to reconsider our action in passing House Bill No. \_\_\_\_.

I move to reconsider our action in nonconcurring in Senate Amendment No. \_\_\_\_.

I move to concur in Senate Amendment No. \_\_\_\_.

I move to repass House Bill No. \_\_\_\_, as amended, on third and final consideration.

**Motion To Refuse To Recede From Our Action (on Senate Bill)**

I move to refuse to recede from our action in adopting Amendment(s) No(s). \_\_\_\_.

**Motion To Refuse To Recede From Our Action in Nonconcurring (on House Bill)**

I move to refuse to recede from our action in nonconcurring in Senate Amendment(s) No.(s) \_\_\_\_.

**Motion To Appoint a Conference Committee on House Bill**

I move that, pursuant to Rule No. 73, the Speaker appoint a Committee of the House to meet with a like committee from the Senate to resolve the differences between the two bodies on House Bill No. \_\_\_\_.

**Motion To Appoint a Conference Committee on Senate Bill**

I move that, pursuant to Rule No. 73, the Speaker appoint a Committee of the House to meet with a like committee from the Senate to resolve the differences between the two bodies on Senate Bill No. \_\_\_\_.

**Motion To Adopt Conference Committee Report**

I move that the Conference Committee Report on House Bill No. \_\_\_\_ be adopted and made the action of the House.

## MOTIONS PURSUANT TO RULES

**Rule 53** - Pursuant to Rule 53, I move to recall House Bill No. \_\_\_\_\_ from the \_\_\_\_\_ Committee to \_\_\_\_\_ the floor of the House for immediate consideration. **(NOTE: Notice of Intent to Recall a Bill must be filed a day prior to motion.)**

**Rule 54** - Pursuant to Rule 54, I move that the Clerk request the return of Senate Bill No. \_\_\_\_\_ from the Senate.

**Rule 54** - Pursuant to Rule 54, I move that the Clerk request the return of House Bill No. \_\_\_\_\_ from the Governor.

**Rule 59** - Is there a message on the desk on House Bill No. \_\_\_\_\_ (or Senate Bill/HJR/SJR)?

(Message is then read by the Clerk)

I move to place it on the next message calendar.

**Rule 81 (1)** - I move to suspend Rule 81 (1) to allow HR/HJR/HB to be heard in \_\_\_\_\_ Committee on \_\_\_\_\_ (date).

## MISCELLANEOUS MOTIONS

### Motion To Withdraw HR, HJR or HB

#### **If in committee:**

I move to recall HR/HJR/HB from the \_\_\_\_\_ Committee.

I move to w/d HR/HJR/HB from the House

(In practice, these motions are combined by saying, " I move to withdraw \_\_\_\_\_ from the Committee and the House.")

#### **If on the Clerk's desk or calendar:**

I move to withdraw HR/HJR/HB from the House.

### Motion To Withdraw Senate Bill

A Senate Bill cannot be withdrawn from the House; it must be tabled.

### Motion To Refer or Re-Refer a Bill To Committee After It Has Been On the Floor

I move that House Bill No. \_\_\_\_\_ be re-referred to the \_\_\_\_\_ Committee.

### Motion To Transfer Bill From One Committee To Another

I move to recall HB/HJR/HR No, \_\_\_\_\_ from the \_\_\_\_\_ Committee and to refer it to the \_\_\_\_\_ Committee.

## WRITTEN MOTIONS

### Sponsor Additions

Pursuant to Rule 43, any member wishing to have his/her name ADDED to a piece of legislation as a sponsor may do so by completing a "Motion To Add Name As Sponsor" form. This form must be signed by the Representative adding his/her name as well as the first prime sponsor of the legislation and submitted to the Chief Clerk's office so that this action can be recorded in the journal, on the bill jacket, and on all appropriate records. IF THE BILL HAS ALREADY BEEN VOTED ON IN THE HOUSE AND/OR THE SENATE BILL HAS BEEN SUBSTITUTED, THE BILL IS CONSIDERED DEAD AND IT IS TOO LATE TO HAVE YOUR NAME RECORDED AS A SPONSOR FOR THAT PIECE OF LEGISLATION.

if you wish your name added as a PRIME sponsor, complete the form.  
that looks like the following:

#### MOTION TO ADD NAME AS PRIMARY SPONSOR

MR SPEAKER: Pursuant to House Rule No. 43, I hereby move that my name be added as a PRIME sponsor of House Bill No., House Joint Resolution No., House Resolution No. \_\_\_\_\_

Signed by Representative Adding Name \_\_\_\_\_

The undersigned, being the prime Sponsor of the above bill, agrees to permit the above Representative to become an additional PRIME sponsor of said bill.

Signed by Prime Sponsor: \_\_\_\_\_

Date \_\_\_\_\_

### **Sponsor Withdrawn**

Likewise, if a member wishes to have his/her name withdrawn as sponsor from a piece of legislation, a form is submitted in the same manner on a "Request to Withdraw Name As Sponsor". A sample of the form follows. However, a sponsor may not withdraw from a bill if that person is the only sponsor, they can only withdraw the bill from the House.

#### **REQUEST TO WITHDRAW NAME AS SPONSOR**

I wish to withdraw my name as a sponsor of House Bill No., House Joint Resolution No., House Resolution No. \_\_\_\_\_

Date: \_\_\_\_\_

Signed by sponsor withdrawing name: \_\_\_\_\_



## **Add Name to Presentation Copy of Senate Joint Resolution**

Any member may have his/her name added to a presentation copy of a Senate Joint Resolution by completing a "Motion To Add Name As Sponsor" form. This is not an official action but a courtesy agreement worked out with the engrossing clerks. A sample of the form a member needs to fill out follows:

### **HOUSE OF REPRESENTATIVES**

**JIMMY NAIFEH**

**SPEAKER OF THE HOUSE  
OF REPRESENTATIVES**



**BURNEY T. DURHAM**

**CHIEF CLERK**

**STATE OF TENNESSEE  
OFFICE OF THE CHIEF CLERK  
2nd FLOOR, STATE CAPITOL  
TENNESSEE GENERAL  
ASSEMBLY  
NASHVILLE, TENNESSEE 37243  
615) 741-2901**

Representative \_\_\_\_\_ requests that his/her name be placed on Senate Joint Resolution No.  
\_\_\_\_\_

Date: \_\_\_\_\_

Burney T. Durham, Chief Clerk

## **Present in Chamber**

If a member enters the chamber after roll call is taken at the beginning of a session day, that member needs to complete a "Present in Chamber" form so that the records will reflect the member as present that day. This is extremely important in terms of the member being paid for that day as well as for voting information. Below is a sample of the "Present in Chamber" form.

### **PRESENT IN CHAMBER**

Representative \_\_\_\_\_ was recorded as  
being present in the Chamber.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

## **Request to Change Vote**

Pursuant to Rule No. 31, any member not voting on a piece of legislation at the time the roll call vote was taken, or, any member voting but wishing to express a desire to change his original stand, may do so by completing a "Request to Change Vote" form. If desired, the member may submit a statement explaining his reason for the change. This motion will be recorded in the Journal. A sample of such form follows.

### **REQUEST TO CHANGE VOTE**

MR. SPEAKER: Pursuant to House Rule No. 31 I wish to express a  
desire to change my original stand from \_\_\_\_\_ to \_\_\_\_\_ on (bill) \_\_\_\_\_ and to have this statement  
entered in the Journal.

Signed by Representative \_\_\_\_\_

Date: \_\_\_\_\_

## **Excused from Session**

If a member will not be able to attend a particular day's legislative session, he should write a letter asking to be excused (pursuant to Rule No. 20), give the dates, and reason for the request. This letter should be taken to the Speaker's office. After approval, it is transmitted to the Clerk and then recorded in the Journal. This is for your protection if votes on that day are questioned.

## **CONFERENCE COMMITTEE APPOINTMENTS**

Pursuant to Rule No. 73, a motion for the appointment of a conference committee must be submitted in writing, whether a House Bill or a Senate Bill. Although the forms are different for a Senate Bill or a House Bill, each states the purpose for the committee and requests the appointment of certain representatives. A sample of each form follows.

### **MOTION TO APPOINT CONFERENCE COMMITTEE (HOUSE BILL)**

MR. SPEAKER: I move you, Sir, that the House refuse to recede from its action in nonconcurring in Senate Amendments Nos. \_\_\_\_\_ to House Bill No. \_\_\_\_\_ and that, pursuant to House Rule No. 73, the Speaker appoint a Committee of the House to meet with a like committee from the Senate to resolve the differences between the House and Senate on House Bill No. \_\_\_\_\_. I request that the speaker appoint Representatives \_\_\_\_\_

\_\_\_\_\_ to this Conference Committee.

Date: \_\_\_\_\_

Representative: \_\_\_\_\_

### **MOTION TO APPOINT CONFERENCE COMMITTEE (SENATE BILL)**

MR. SPEAKER: Pursuant to House Rule No. 73, I move you, sir, that the Speaker appoint a Committee of the HOUSE to meet with a like committee from the Senate to resolve the differences between the two bodies on Senate Bill No. \_\_\_\_\_. I request the Speaker to appoint Representatives: \_\_\_\_\_ to this Conference Committee.

Date: \_\_\_\_\_

Representative: \_\_\_\_\_

### **Delayed Bills Committee**

If a general bill is introduced after the tenth legislative day, it should be prefilled, then a "delayed bills committee report form" needs to be signed by the Speaker and the majority and minority leaders in order for the bill to be introduced. A sample of the delayed bills committee report form follows:

#### **DELAYED BILL REFERRED**

The following bill, House Bill No. \_\_\_\_\_, having been prefilled in accordance with Rule No 78, has been referred to the Delayed Bills Committee for approval.

We, the following, members of the Delayed Bills Committee unanimously approve this bill for introduction pursuant to rule no. 78

Jimmy Naifeh, Speaker

Kim McMillan, Majority Leader

Tre Hargett, Minority Leader

### **Objection to Bill on House Consent Calendar**

If there is a bill on the Consent Calendar that you feel does not belong there (for example, needs to be amended) or which you may prefer to have debated on the House floor, you may "bump" it off that calendar. Under the rules, unless you request otherwise, it will be placed on the regular calendar for the next legislative day. This form must be signed and turned in to the Chief Clerk prior to the time the consent Calendar is called up on any given day.

#### **OBJECTION TO ITEM ON CONSENT CALENDAR**

MR. CLERK:

I object to (HB/ HJR/HR No. \_\_\_\_\_) which is on the House Consent Calendar for \_\_\_\_\_

PAGE NO: \_\_\_\_\_

ITEM NO: \_\_\_\_\_

Representative : \_\_\_\_\_

Date: \_\_\_\_\_

(Pursuant to Rule No. 50, the bill will be placed at the heel of the regular Calendar on the next Legislative Day.)

### **Local Bill Authorization Form**

In order for a local bill to be placed on the Consent Calendar (or passed out of order) , each member in the locality affected by the legislation must sign a local authorization form , a copy of which follows. When you file a bill , if you are aware it is a local bill , you might want to sign the form upon filing the bill if you are the only member whose signature is necessary. Or you may get the form ahead of time and submit it with the bill. A sample of the form follows:

#### **AUTHORIZATION TO PASS LOCAL BILL**

We, the undersigned Representatives of \_\_\_\_\_ do hereby direct the Clerk of the House to pass House Bill(s) No. \_\_\_\_\_ on third and final consideration.

Signed: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

#### **MOTION TO RECALL A BILL FROM COMMITTEE**

If a member wishes to call a bill to the floor for action by the House on any bill which has been in a standing committee for seven days, the member must sign a notice one day prior to making such a motion. It takes two-thirds vote of the membership (66) to cause the bill to be brought out of committee. A copy of the appropriate form follows.

#### **MOTION FILED UNDER RULE NO. 53**

MR. SPEAKER: I wish to advise the House that on (Date:) \_\_\_\_\_ I will make a motion to recall House Bill No. \_\_\_\_\_ from the Committee on \_\_\_\_\_ for the purpose of placing said bill on the Calendar for third and final consideration, as provided for in House Rule No. 53.

Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Under the rules, the motion lies over.

## **NOTICE TO HAVE BILL HEARD IN COMMITTEE**

If you wish to place a bill on notice in Committee to be heard on a committee calendar, you must file a written notice. This notice must be filed in the Committee office by 3:00 p.m., on Wednesday prior to the Committee meeting the next Tuesday or Wednesday, under Rule 80 (1)

A sample of the form follows.

### **48 HOUR BILL NOTICE**

TO: CHAIRMAN \_\_\_\_\_  
HOUSE COMMITTEE ON \_\_\_\_\_

I request that the following bills and/or resolutions be considered by your committee:

(List bills, resolutions or joint resolutions by number)

DATE TO BE CONSIDERED: \_\_\_\_\_

Representative: \_\_\_\_\_

## **NOTICE TO OVERRIDE VETO**

If the Governor vetoes a bill and you wish to have the House take action to vote to override the veto, you must fill out the following form under Rule 78. That motion must be announced and lie over a day before a vote can be taken.

### **NOTICE TO OVERRIDE VETO**

MR. SPEAKER: I hereby file notice under House Rule No. 78 that I will move to repass \_\_\_\_\_ Bill NO. \_\_\_\_\_, the Governor's objections to the contrary notwithstanding, as provided in Article III, Section 18 of the Constitution of Tennessee.

Representative: \_\_\_\_\_

This, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

## **REQUEST TO REFER CAPTION BILL**

Once a bill has been deemed a caption bill and has been held on the desk following passage on second consideration, there are two methods to have it referred. If the text of the bill is not intended as a caption bill, the sponsor must file a form with the Clerk's office to that effect. A copy of the form follows.

### **REQUEST TO REFER CAPTION BILL**

**Date:** \_\_\_\_\_

**To:** Burney T. Durham, Chief Clerk

**From:** Rep. \_\_\_\_\_

**Subject:** Caption Bill \_\_\_\_\_

House Bill \_\_\_\_\_ is being held on the desk as a caption bill. The text of the bill is what I actually intend to accomplish with this legislation. Please refer it to the appropriate standing committee.

Rep. (signature)

## **AMENDED CAPTION BILL**

The other method for caption bill referral is to file an amendment to a caption bill along with a form stating that the amendment will make the bill. A copy of the form follows.

### **REQUEST TO REFER AMENDED CAPTION BILL**

**Date:** \_\_\_\_\_

**To:** Burney T. Durham, Chief Clerk

**From:** Rep. \_\_\_\_\_

**Subject:** Caption Bill, House Bill \_\_\_\_\_

House Bill \_\_\_\_\_ is being held on the desk as a caption bill. The enclosed amendment makes the bill. Please refer it to the appropriate committee.

Rep. (Signature)